

# Answer to Complaint

Last Updated: October 7, 2005

1. **Log into CM/ECF.**

2. Select **Adversary**.

3. Select **Answers**.

4. Select **Complaint, 3<sup>rd</sup>, cross, counter**.

5. Enter the **Adversary Case Number**. Click **Next**.

6. Select the defendant(s) for whom this answer is being filed. Click **Next**.

7. **Attorney/Party Association screen:**

**NOTE: READ THE ATTORNEY/DEFENDANT CONNECTION CAREFULLY!**

- Click in the box to make the connection between Attorney and Defendant(s).
- Click **Next**.

8. Select the complaint this answer(s) refers to. Click **Next**.

9. **Browse** to select the Answer pdf file. Click **Next**.

10. **Answer a Complaint screen:**

- Select the box that applies to your answer, click **Next**.
- If none apply to your answer, click **Next**.

11. If needed, modify the text according to the court's procedures. Click **Next**.

12. **Verify** the final docket text before submitting. If correct, Click **Next**.

**CAUTION!!**

- This is the last screen. Clicking **Next** will submit this document to the database.
- If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.

13. **Notice of Electronic Filing/Receipt** screen displays.

**WARNING: IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.**

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this pleading is now an official court document.